

FY 2004 OPERATING BUDGET

Submission Checklist

X Organizational Structure Changes (*to Fiscal & Policy Analyst*) by **October 1, 2002**

Submission of the Budget Request is due by October 15, 2002:

X ♦ Transmittal cover letter signed by Agency Head

X ♦ List of potential reductions amounting to two percent of Fiscal Year 2003 appropriation

N/A ♦ List of potential additional budget items above final request amounting to two percent of Fiscal Year 2003 appropriation – *Any additional resources would be targeted toward our Capital Program*

X ♦ Complete department-wide ranking of all funding requests over and above the base budget

X ♦ BDIS reports

N/A ♦ Information System and Technology Budget Requests (IS&T Forms)

X ♦ Narratives: Department, APU and IPU Summaries

X ♦ BUD 500/Health Care Reconciliation

X ♦ Position Control Spreadsheets

X ♦ Electronic submission (narratives only) by October 15, 2002

Operating Budget Request Distribution (original plus six bound hard copies)

Jennifer W. Davis Office of the Budget D570E Thomas Collins Building, Suite 5 Dover, DE 19901	1	original w/cover transmittal letter signed by agency head and
	3	hard copies (bound)

Mark Headd Department of Technology and Information William Penn Bldg. D410 Dover, DE 19904	1	hard copy (bound)
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Russell T. Larson Office of the Controller General Legislative Hall D580A Dover, DE 19901	2	hard copies (bound)
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<p align="center">Agency/Department must deliver copies to the proper locations. The Office of the Budget will not be responsible for delivery of the budget requests.</p>

Jenifer.Vaughn@state.de.us	1	electronic copy (narratives only) (email attachment)
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